

Pearle L. Crawford Memorial Library
Board of Trustees Meeting
Minutes
Tuesday, August 26, 2014
Dudley Municipal Complex – Room 315 – 5:15 p.m.

In Attendance: Benjamin Craver, Patricia Korch, Nora Cavic, Jerry Jeffrey, Karen Wall

Absent: Joseph Coggans, Deborah Thibaudeau

Videographer: Brian Dorval

The meeting was called to order at 5:18 p.m.

Review of Minutes

Jerry Jeffrey made a motion to approve the July 15th minutes; seconded by Nora Cavic. **Unanimously approved.**

Director's Report – Attached

Ben Craver made a motion to approve \$200, taken from the Hugh and Harriet Crawford Fund award, for membership and attendance at the NELA conference. Seconded by Pat Korch. **Unanimously approved.**

Ben Craver made a motion to approve payment of the estimated amount of \$2778.96 to Ernie Morse, taken from the Hugh and Harriet Crawford Fund award, for exterior painting of the library (doors and front entryway). Seconded by Pat Korch. **Unanimously approved.**

Ben Craver made a motion to approve an amount not to exceed \$300, taken from the Hugh and Harriet Crawford Fund award, for materials including lunch for the volunteers and bark mulch for the United Way Day of Caring. Seconded by Jerry Jeffrey. **Unanimously approved.**

The Nichols College community service day is October 14th from 1-4 p.m.

The Signet Security call list will be updated at the September trustee meeting.

The FY 15 budget expenditures to date were reviewed. The custodial fees that were being applied to the library budget and recently increased without the knowledge of the library director, trustees, or personnel board were discussed.

Policy and Job Descriptions

Edits to the Public Behavior Policy were reviewed. Motion to approve by Pat Korch; seconded by Jerry Jeffrey. **Unanimously approved.**

Edits to Library Director's job description reviewed. Motion to approve with recommended edits was made by Nora Cavic, and seconded by Pat Korch. **Unanimously approved.**

Ben Craver made a motion in favor of removing word "minimum" from "Recommended Minimum Qualifications" in the Director's job description, and seconded by Jerry Jeffrey. **Unanimously approved.**

The Childrens' Librarian's job description was reviewed. A motion to approve with recommended edits including to replace words "Acting Director" with "Supervising Librarian" and removal of the word "minimum" from "Recommended Minimum Qualifications" was made by Pat Korch, and seconded by Nora Cavic. **Unanimously approved.**

The Library Aide's job description was reviewed. Motion to approve with removal of the word "minimum" from "Recommended Minimum Qualifications" was made by Nora Cavic and seconded by Pat Korch. **Unanimously approved.**

The Custodian's job description was reviewed. Motion to approve with recommended edits was made by Pat Korch and seconded by Nora Cavic. **Unanimously approved.**

Karen Wall reported that the ARIS report was sent in and the Financial Report is due in September.

Jerry Jeffrey made a motion to adjourn the meeting at 6:45 p.m., seconded by Pat Korch. **Unanimously approved.**

The next board meeting is Tuesday, September 23, 2014 at 5:15.

Minutes submitted by Pat Korch